

## **Editing Instructions**

Format and Type. Consistency in format and typeface is important. Please follow the prepopulated instructions for font type, margins, etc.

Margins: Top/Bottom - 1 inch/1 inch  
Left/Right - 1 inch/1 inch

Use block style ("full justification" for margins) with no paragraph indentation.

Use one-line spacing between paragraphs.

Do not underline.

Do not number pages. (This will be done by the printer.)

### Abbreviations and Acronyms.

- Avoid excessive use of abbreviations and acronyms.
- Use "non-governmental organizations" rather than nongovernmental organizations.
- Use "USAID," not "A.I.D."
- Use the abbreviation "U.S." when used as an adjective, e.g., U.S. assistance. Spell out "United States" when used as a noun, e.g., in the United States.
- Spell out the name of a government, organization, institution, or specific program the first time it is used in the text; show its abbreviation in parenthesis immediately following, e.g., Government of Malawi (GOM), International Development Association (IDA). Use abbreviation thereafter. If the name is not used again in the text, do not present the abbreviation in parenthesis. Avoid overuse of abbreviations/acronyms.
- Use the English translation of indigenous organizations.
- In text and tables, spell out all abbreviations the first time they are used. On tables, this should be done in a footnote.

- Always use numeral with percent sign ("5%") except when beginning a sentence ("Five percent"). When % is used with numbers expressing a range, use % with each number, e.g., 5% to 10%.
- Use "FY" rather than "fiscal year" followed by four figures, e.g., FY 2001. Also use four figures for calendar year, e.g., 2000.
- Use "P.L. 480" rather than "PL-480."
- Use "CSH" for the Child Survival and Health Programs Fund account (formerly Child Survival and Disease Programs Fund, CSD), rather than CS.

#### Numbers.

- Spell out numbers one through nine. Use figures for numbers 10 and greater.
- Spell out numbers that begin a sentence.
- In tables and text containing four-digit figures or more, use a comma, e.g., 1,276; 10,416; 115,000.
- Provide funding levels in U.S. dollar equivalent, not in local currency.
- Do not use the comma between month and year when the day is not used, e.g., September 2001.
- Form the plural of numbers by adding an "s," e.g., in the 1990s.

#### Capitalization.

- Capitalize the "g" in "government" when referring to the governing body of a country, e.g., U.S. Government, Government of Thailand. Do NOT capitalize government when used in a general sense, e.g., Asian government, communist governments.

### Punctuation.

- Comma and period: Enclose within quotation marks (e.g., "health," and "health.>").
- Colons and semicolons: Do NOT enclose within quotation marks (e.g., "program": and "program";).
- Period: Use at the end of a footnote.
- Hyphen: Use between words when combined to form a unit modifier immediately preceding the word modified, e.g., less-developed countries, long-term development, balance-of-payments support.

### Miscellaneous.

- Avoid jargon.
- Do not use personal pronouns in the narratives.
- Form the plural of acronyms (and numbers) by adding "s," e.g., PVOs, 1990s. Do NOT use "'s" to form plural; the apostrophe indicates possession, not plurality.